STAVIS SEAFOODS, INC
7 CHANNEL STREET
BOSTON, MA 02210

Lock Out / Tag Out

In compliance with 29 CFR 1910.147, Stavis Seafoods, Inc. located at 7 Channel Street Boston, MA has developed and implemented a Lockout / Tagout Program. The program establishes policies and procedures for affixing appropriate lockout devices and, in some instances, tagout devices, to energy isolating machines or equipment. Such policies and procedures have been developed and implemented to prevent unexpected energization, start-up or release of stored energy.

The following person(s) / employee(s) have been instructed in the Stavis Seafood Company's Lockout / Tagout Program and are authorized to perform the Lockout / Tagout procedure:

Name	Job Title	Date of Instruction
Brian Caron	Facility Manager	10/8/14
Roumauld Boynes	Sanitation Lead	2/23/12

NOTE: training records and a sample of the training plan are located in the Quality Assurance office.

The following list of affected persons / employees have been made aware of the Lockout / Tag out Program and are required to be notified when the procedure is to be implemented.

Name	Job Title	Date of Instruction
Peter Petrarca	Night Shift Supervisor	2/22/12
Luis Medina	Cutting Room Lead	2/22/15
Ray LaLiberte	Packer	3/8/12
Juan Gomez	Sysco Lead	3/8/14

I. LOCKOUT TAGOUT POLICIES AND PROCEDURES

The following policies and procedures are in accordance with 29 CFR 1910. 147 The reference source is contained in 29 CFR Parts 1900 1910 as of July 1, 1994.

The authorized employee or person shall prepare to implement the Lock Out / Tag Out procedure by implementing the following steps:

a. Notify all affected employees that the Lockout Tagout procedure will be implemented because servicing or maintenance on a machine or equipment is required.

b. Refer to the company's equipment survey to identify the type and magnitude of the energy that the machine utilizes. The equipment or machine shall be shut down or turned off by the normal stopping procedure such as depressing the stop button ect.

c. Deactivate the energy isolating device(s) with assigned individual lock(s).

d. Lock out the energy isolating device(s) with assigned individual lock(s).

e. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, verifying the isolation of the machine/equipment by operating the push button, start button, or other normal operating controls or by testing to make certain the equipment will not operate.

Stored energy such as that in springs, capacitators, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure ect. **must be dissipated or restrained** by methods such as repositioning, blocking, and bleeding down ect.

CAUTION: return the operating control(s) to "neutral" or "off" position after the test.

The equipment/machinery is now locked out.

II. RESTORATION OF MACHINES/EQUIPMENT TO NORMAL OPERATIONS

a. Check the machine/equipment and the immediate area to ensure that nonessential items have been removed and that the machine/equipment components are operationally intact.

b. Check the work area to ensure that all employees have been safely repositioned or

removed from the area.

c. Verify the controls are in neutral.

d. Remove the lockout devices and reenergize the machine/equipment.

   NOTE: The removal of some forms of blocking may require reenergization of the machine/equipment before safe removal.

e. Notify affected employees that the servicing or maintenance is completed and the machine/equipment is ready to be used.

GROUP LOCKOUT OR TAGOUT

When servicing or maintenance is performed by a crew, craft, department or other group, Stavis Seafoods standard procedure shall be followed. The primary responsibility remains with **one authorized person/employee** who coordinates the actual implementation of the procedure.

In group lockout or tagout, **each authorized employee** shall affix a personal lockout or tagout device to the group lockout device, group lockbox or comparable mechanism when work is initiated. The personal lockout or tagout device shall be removed when the work is completed following the standard procedure.

SHIFT OR PERSONNEL CHANGES

Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout devices between off-going and oncoming employees.

OUTSIDE CONTRACTOR POLICY

All outside contractors shall comply with the policies and procedures of Stavis Seafood company's Lockout / Tagout Program with regard to policies and procedures for informing employees and others of their activities.

The following **authorized** persons/employees shall coordinate the outside contractor activities.

NAME:

Brian Caron

This Lockout / Tagout Program was specifically developed by Stavis Seafoods, Inc. in compliance with 29 CFR 191.147. and will be reviewed annually.

Annual Review:_____

Regulatory Affairs Manager
Stavis Seafoods, Inc.

Date:_____

APPENDIX A

Department: Maintenance

Supervisor: Brian Caron

HAZARDOUS ENERGY CONTROL PROCEDURES
CHEMICAL / ELECTRICAL

MACHINE IDENTIFICATION

NAME	MODEL	LOCATION
Compressor	Mykon	Compressor Room 2nd Floor

OPERATOR CONTROLS:

Motor Control Switch
Compressor Anhydrous Ammonia Hand Valves (2)

ENERGY SOURCES:

Chemical – Anhydrous Ammonia
Electrical – Fuse

SHUTDOWN PROCEDURES:

Turn off compressor via computer program, pull main disconnect on motor control panel, remove fuses and affix LO/TO device. Shut down compressor anhydrous ammonia hand valves (2) on top of compressor manually and affix LO/TO device. Verify by turning on compressor motor.

TYPE OF LOCK:

Master lock with safety hasp

LOCATION OF ENERGY ISOLATING MEANS:

Motor control panel top of stairs compressor room.
Fuse box south wall of compressor room upstairs.
Compressor anhydrous ammonia hand valves (2) – Compressor room.

STARTUP PROCEDURES:

Remove LO/TO device and open compressor anhydrous ammonia hand valves (2) on top of compressor.
Remove LO/TO device from motor control panel, insert fuses, re-energize, and turn on via computer program.

ENERGY SOURCES ACTIVATED:

Electrical – Motor Control Panel
Chemical – Compressor anhydrous ammonia hand valves (2).

MACHINE IDENTIFICATION

NAME	MODEL	LOCATION
Evaporator	Krack	Coolers A&B Freezer Receiving Dock

OPERATOR CONTROLS:

Motor Control Switch
Evaporator Anhydrous Ammonia Hand Valves

ENERGY SOURCES:

Chemical – Anhydrous Ammonia
Electrical – Fuse

SHUTDOWN PROCEDURES:

Shut down evaporator via computer program, turn off disconnect switch on motor control panel, remove fuses and affix LO/TO device. Shut down evaporator anhydrous ammonia hand valves (35) manually and affix LO/TO device. Verify by turning on evaporator motor.

TYPE OF LOCK:

Master lock with safety hasp

LOCATION OF ENERGY ISOLATING MEANS:

Motor control panel compressor room
Fuse Box south wall of compressor room upstairs
Evaporator Anhydrous Ammonia Hand Valves (35) Facility roof.

STARTUP PROCEDURES:

Remove LO/TO device, open evaporator anhydrous ammonia hand valves (35). Remove LO/TO device from motor control panel, insert fuses and re-energize. Turn on evaporator via computer program.

ENERGY SOURCES ACTIVATED:

Electrical – Motor Control Panel
Chemical – Evaporator anhydrous ammonia hand valves (35).

MACHINE IDENTIFICATION

NAME	MODEL	LOCATION
Condenser	IMECO LC 220	Compressor Room

OPERATOR CONTROLS:

Motor Control Switch
Condenser Anhydrous Ammonia Hand Valves (6)

ENERGY SOURCES:

Chemical – Anhydrous Ammonia
Electrical – Fuse

SHUTDOWN PROCEDURES:

Shut down all compressors via computer program, turn off disconnect switch on motor control panel remove fuses, and affix LO/TO device. Close condenser anhydrous ammonia hand valves (6) manually and affix LO/TO device. Verify that condenser is off by trying to start machine.

TYPE OF LOCK:

Master lock with safety hasp

LOCATION OF ENERGY ISOLATING MEANS:

Motor control panel top of stairs in compressor room.
Fuse box south wall of compressor room upstairs.
Condenser Anhydrous Ammonia Hand Valves. 4 on facility roof, 2 in compressor room (receiver – purger 1 each).

STARTUP PROCEDURES:

Remove LO/TO device and open condenser anhydrous ammonia hand valves (6). Remove LO/TO device from motor control panel. Insert fuses and re-energize. Turn on all compressors via computer program.

ENERGY SOURCES ACTIVATED:

Electrical – Motor Control Panel
Chemical – Condenser anhydrous ammonia hand valves (6).

MACHINE IDENTIFICATION

NAME	MODEL	LOCATION
Ice Machine (2)	Howe 75 - RLR	Cooler B

OPERATOR CONTROLS:

On / Off Switch
Ice Machine Anhydrous Ammonia Hand Valves (6)

ENERGY SOURCES:

Chemical – Anhydrous Ammonia
Electrical – Circuit Breaker

SHUTDOWN PROCEDURES:

Turn off ice machine on / off switch, turn off circuit breaker in operations office and affix LO/TO device. Close ice machine anhydrous ammonia hand valves (6) and affix LO/TO device. Verify that power is off by trying to start machine.

TYPE OF LOCK:

Master lock with safety hasp

LOCATION OF ENERGY ISOLATING MEANS:

On / Off switch rear leg of Ice Machines.
Circuit Breaker – Fuse box in operations office main floor.
Ice Machine Anhydrous Ammonia Hand Valves – 4 on facility roof – 2 on top of each ice machine.

STARTUP PROCEDURES:

Remove LO/TO device and open ice machine anhydrous ammonia hand valves (6). Remove LO/TO device from circuit breaker and re-energize. Turn on ice machine.

ENERGY SOURCES ACTIVATED:

Electrical – Circuit Breaker
Chemical – Ice Machine anhydrous ammonia hand valves (6).

APPENDIX B

HAZARDOUS ENERGY CONTROL PROCEDURE FORM FOR PLUG-IN EQUIPMENT

MACHINE IDENTIFICATION

Description	Name of Machine	Model	Location
Plastic Tray Sealer	Tray Pack		Cooler A
Box Strapper	Strapper (3)		Cooler B (2) Receiving Dock (1)
Pinbone Machine			Cooler A
Vacuum Packer	Cryovac		Cooler A
Applies Labels to Containers	Labeler		Cooler A (Mezzanine)
Pin Bone Machine	Pin Bone	3-DK-9400	Cooler A
Conveyor Belt	Carnitech	X4C20010C	Cooler A

OPERATOR CONTROLS

Tray Pack	Strappers	Pin Bone Machine	Labeling Machine	Cryovac Machine	
On/Off Switch Manuel	On/Off Switch Manuel	On/Off Switch Manuel	On/Off Switch Manuel	On/Off Switch Manuel	

All cord and plug machines are locked out with Universal Plug Lock by an authorized employee when being repaired or serviced